


FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR MAY 6, 2009		

DATE:

TO

Captain John Carr, Fire Department
 Mr. Ken Sands, Parking Authority
 Mr. Kirkland Gabriel, DOT TEC
 Mr. Kevin Sullivan, DOT Planning
 Mr. John Thumbi, DOT Traffic
 Dr. Nollie P. Wood Jr., Mayor's Office
 Ms. Miriam Agrama, DHCD Plans Examining
 Mr. James Wescott, Finance
 Mr. Geoff Veale, Zoning Administrator
 Mr. David Tanner, BMZA

Date of Distribution: May 9, 2009

In attendance were:

- Captain John Carr for the Fire Department, and John Igwe for HCD Plans Examining attended the pre-meeting.
- Eric Tiso, Wolde-Ararsa, Gary Cole, Gary Letterón, Anthony Cataldo, Bob Quilter, Ervin McDaniel, Alex Hoffman, Lisa Morris and Martin French for the Department of Planning;
- Kirkland Gabriel and Kevin Sullivan for the Department of Transportation;
- Etta Crafton for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- Vivaldi Nguyen for the Department of Public Works, Solid Waste.

Agenda

1. 1500 Greenmount Avenue / City Arts Four-Story, 69 Unit Apartment Building

1500 Greenmount Avenue / City Arts Four-Story, 69 Unit Apartment Building

Zoning: O-R-3P

Block/Lot: 1120/001

Urban Renewal: Greenmount West URP

Environmental: Forest Conservation

Total Site Area: ±1.23 Acres

Gross Square Footage: ±76,000 square feet

In addition to Committee Members and Planning staff, in attendance were:

- Ryan Potter, Gallagher Evelius & Jones LLP: 410-951-14004 & rpotter@gejlaw.com
- Kevin Riley, Site Resources, Inc.: 410-683-3388 & kriley@siteresourcesinc.com
- Michael Fisher, Site Resources, Inc.: 410-683-3388x12 & mfisher@siteresourcesinc.com
- Bob Rosenthal, TRF-DP: 215-740-0206 & Bob.Rosenthal@TRFund.com
- Charlie Duff, Jubilee Baltimore, Inc.: 410-327-7373 & Charlie@jubileebaltimore.org
- Polly Duke, Homes for America: 410-269-1222 & polly@homesforamerica.org

Project Summary:

This site is proposed to be developed for use as an apartment building with 69 units. Of these, eleven will be for non-elderly disabled (NED) and will be accessible. The balance will be for income-eligible households (30%-60% AMI for the Metro Area), targeted to the surrounding arts community. The address will be known as 440 East Oliver Street. The site is now owned by the Mayor and City Council.

Comments & Issues:

- **Building:**
 - The target date for permits is on or about 15 June 2009. The project team is working under a tight deadline to negotiate multiple requirements at the State and Federal funding levels.
 - The first floor will have offices for the building management, gallery floor space, and a large bike storage room as a tenant amenity.
 - Sixty of the units will be one-bedroom units. The remaining nine units will be two-bedroom units.
 - The building will need to be sprinklered, and will have to have appropriate fire separation between uses.
 - Sidewalks may be required along the Brentwood Avenue frontage. Contact the office of Satinder Kang for guidance at 410-396-6956.
 - The proposed plaza will be stamped concrete.
- **Landscaping:** This site triggers Forest Conservation program requirements.
 - The simple Forest Stand Delineation (FSD) has been approved. No trees are currently on site. About eighteen trees will be required for reforestation.
 - Tree pits must be enlarged to meet City standards. Gary Letteron will provide these dimensions to the project team.

- The committee requested that the project team explore the sidewalk on Greenmount Avenue to see if street trees could be installed. If the utilities under Greenmount don't allow shade trees by the curb, explore small trees, possibly crepe myrtle, in the ground next to the building. Contact Robert Branch, in the Baltimore City Department of Transportation for assistance: 410-396-1686.
- Add trees in the four feet of space between the parking lot and the adjacent senior center's property.
- Tree islands will be provided in the parking lot to provide some shade on the pavement, which will help reduce urban heat island effects.
- Repair of the adjacent sidewalks will most likely be a requirement as part of a developer's agreement. The project team should be prepared for this potential.
- Parking: A parking lot with 36 parking spaces is proposed. Two of the parking spaces are handicapped van accessible.
 - All parking spaces are dimensioned at the standard 9' by 20', with at least 20' wide drive aisles.
 - The proposed dumpster will be directly accessed from Brentwood Avenue. While the trash truck will be required to block the driveway and perhaps a portion of Brentwood Avenue, it will eliminate the requirement that it go all the way around the driveway. This design is warranted in this context. However, the dumpster location must have a masonry enclosure with board-on-board gates.
 - Parking lots in the area occasionally get used by commuters. A parking sticker system may be used to ensure that the parking spaces are available and used by residents, patrons, and visitors only.
 - Consider how the parking for the future townhome development will occur.
 - One option is to have a separate common drive that will be separated from the rest of the parking area by a short retaining wall.
 - Another option is to provide parking pads accessed from the driveway for the apartment building. This is the committee's preferred design. Even still, consider the proposed townhome adjacent to Brentwood Avenue. The parking pad for this unit will be only a couple of feet out of the right-of-way edge.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - The site is now zoned O-R-3P, which is an overlay for public use. CCBs #09-317 and #09-0318 have been introduced to amend the Greenmount West URP and call for removing the "P" overlay on this property. This change is required to allow the property to be used for non-public land uses.
 - Lot Area: Dwelling units require 200 square feet of lot area each. This parcel well exceeds the required lot area for 69 units (§5-206.d).
 - Parking: Multiple-family attached dwellings require one off-street parking space per two dwelling units (§10-405.1.iv). For 69 units, 35 parking spaces are required; 36 parking spaces are provided.
 - Setbacks: A rear yard setback of ten feet is required, as well as a ten foot setback on the Brentwood Avenue street side, since it coincides with a Residential District (§5-207). A rear yard setback variance will be required.
 - As a caution, ensure that there are no windows on the northern elevation. These would be too close to the property boundary for building code purposes. Obtain

approval from the appropriate building code officials prior to including openings on this wall, should the plans change.

- Subdivision: The development will require a subdivision for the area marked as “future townhome development” at a minimum to create a second parcel that can in turn be subdivided at a later date. If time allows, this parcel could be subdivided into nine parcels for townhome development. Depending on how this is done, zoning analysis will need to be repeated to ensure compliance.
 - For the townhome adjacent to Brentwood Avenue, consider how the building may be impacted being right on the edge of the paved street. It may be better to reduce the proposed 15’9” widths to 15’6” each, to gain a small amount of buffer space to protect the building.
 - Some form of separation of this building from the future townhomes will be necessary. This may be in the form of fencing, but may also end up as a retaining wall, depending on how the parking solution is designed.
- Planning Commission: CCBs #09-0317 and #09-0318 are scheduled for Planning Commission review on May 28, 2009.
- UDARP: This project is scheduled for discussion on May 21, 2009, and will have staff follow-up review. Preliminary elevations have been reviewed by staff.
- Transit:
 - This site is within a ¼ mile radius of a transit station, and should be within ½ mile walking range. This project qualifies as a TOD site.
 - The project team should write a letter to the Director of the Department of Transportation requesting a Traffic Impact Study (TIS) determination for this project.
- Accessibility: The building will be accessible, and eleven of the units will be designed for NED customers.
- Plan Adjustments/Missing Site Plan Elements:
 - Adjust curb radii at parking lot entrances. Tighten the radius at the opening near the dumpster, and open the radius at the opposite entrance.
 - The curb line adjacent to the handicapped parking hatched area should be depressed for access to the adjacent sidewalk.
 - Landscaping and screening for the parking lot on the Brentwood Avenue side will be required.

Next Steps

- Revise plans as per the above comments and submit two complete sets of revised plans for final approval and stamp;
- Work with Ervin McDaniel on the subdivision process;
- Continue to work with Alex Hoffman for Planning Commission hearing requirements for CCBs #09-317 and #09-0318.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Kevin Riley, Bob Rosenthal, and Polly Duke.